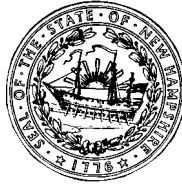


**Virginia M. Barry, Ph.D.**  
Commissioner of Education  
Tel. 603-271-3144



**Paul K. Leather**  
Deputy Commissioner  
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING  
BUREAU OF CAREER DEVELOPMENT  
21 South Fruit St., Suite 20  
Concord, NH 03301  
FAX 603-271-4079**

# **Request for Proposals (RFP)**

## **Career and Technical Student Organizations**

### **Mini-Grants FY 2017**

### **October 2016**

**Career Development Bureau**

**RFP Due Date: Nov. 30, 2016, 3 P.M. E.S.T**

**Project Period: Dec. 15, 2016 – June 30, 2017**

# **New Hampshire Department of Education**

## **Statement of Nondiscrimination**

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Office of the Deputy Commissioner

Section 504 Coordinator: Lisa Hatz

NH Department of Education  
21 South Fruit Street, Suite 20  
Concord, NH 03301  
(603) 271-3471 (V/TTY)  
1-800-299-1647  
[Lisa.Hatz@doe.nh.gov](mailto:Lisa.Hatz@doe.nh.gov)

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

### **U.S. Department of Education**

Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111  
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

### **NH Commission for Human Rights**

2 Chenell Drive  
Concord, NH 03301-8501  
(603) 271-2767

## REQUEST FOR PROPOSALS

### Mini-Grants for Career and Technical Student Organizations

#### INTRODUCTION

Career and Technical Education Student Organizations, commonly referred to as CTSOs, are youth organizations designed to support students in career and technical education (CTE) programs. CTE helps prepare high school graduates for the next step, whether it is postsecondary education or entry into the workforce. Rigorous academic content tied to technical subject matter, as well as internships and other cooperative work experiences, are hallmarks of CTE programs. Through these co-curricular programs of study, students get a head start on their career preparation. CTSOs are considered an integral part of CTE; they help students develop the technical and leadership skills that will enable them to succeed in their career paths. CTSOs provide unique programs of career and leadership development, motivation, and recognition for students enrolled in CTE programs, including co-curricular, service-learning, and student leadership opportunities.<sup>1</sup>

#### PURPOSE OF THIS REQUEST

The New Hampshire Department of Education's (NH DOE) Career Development Bureau solicits proposals for Mini-Grants for Career and Technical Student Organizations awarded under State funding. The following announcement provides funding priorities, selection criteria, and application procedures. Mini-grant applicants may apply for a maximum award of \$3500.

This Request for Proposals solicits projects that:

1. Relate to increases in outreach efforts, to include organizational growth, providing students with greater access to CTSO opportunities throughout NH schools;
2. Relate to the development of co-curricular activities;
3. Relate to the development of service-learning projects;
4. Relate to the development of student leadership skills;
5. Relate to the development and/or strengthening of a state-level board or directors and/or other organizational strengthening; or
6. Relate to the costs associated with state-level conferences and competitions.

**Any funding requested must be directly aligned with NH DOE approved career and technical education programs.**

---

<sup>1</sup> This information comes from *Career and Technical Student Organizations: A Reference Guide* (3<sup>rd</sup> ed.) by Lynn Fiscus and Alisha Dixon Hyslop.

No funding will be available for:

- Out-of-state travel
- Individual student conferences
- Clothing for individual students

## **AGENCY ISSUING REQUEST FOR PROPOSALS**

The mission of the Career Development Bureau is to promote career and technical education as a total educational philosophy for our state which will ensure that every citizen of New Hampshire graduates from high school ready and prepared for higher education and the world of work.

## **ELIGIBLE APPLICANTS**

An eligible applicant must meet ***all*** of the following criteria:

- Be a career and technical student organization, as recognized by the National Coordinating Council for Career and Technical Student Organizations;
- Be able to demonstrate the benefit to a career and technical education center, program, and/or students, immediately and sustainably;
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

## **NUMBER AND AMOUNTS OF AWARDS**

Awards will be made on a competitive basis and selection will be made by the NH DOE Career Development Bureau. Multiple proposals from any eligible recipient will be evaluated independently; the cumulative maximum approved amount per eligible recipient will not exceed \$3,500.

## **FUNDING PERIOD**

Dec. 15, 2016 until June 30, 2017

**All funds must be paid to the fiscal agent by June 30, 2017.**

## **BUDGET**

- Proposed Budget: The budget may use, but is not limited to, the following cost categories and must align with the policies set forth in the [Policy Manual for Career and Technical Education in the State of New Hampshire](#), as well as all local, state, and federal laws: Stipends, Equipment, Transportation, Facility Fees, and Indirect Expenses (not to exceed 5% of award).
- Budget Narrative: The narrative must present the rationale used in developing line-item cost figures in the proposed budget. The narrative should not exceed one page, single-spaced, in either narrative or outline format. The narrative should explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal. This narrative should briefly describe the assumptions and logic used in arriving at a total for each line in the budget. This description should include how personnel costs were calculated, the basis used in estimating costs, and how major cost items relate to the proposed

project activities. Equipment line items of \$1,000 or more will require quotes. Note: No more than \$1,000 in total, cumulative state CTSO grant funds may be allocated to mileage/toll charges within FY2017.

## **PROPOSAL FORMAT REVIEWING CRITERIA**

Funds will be distributed on a competitive basis. The following criteria will be used in selecting final proposals submitted in response to this RFP. Up to **100 points** will be awarded on the basis of the extent to which the proposal adequately addresses the following:

<b>Required Criteria</b>	<b>Points</b>
1. Proposal Cover Sheet (including eligibility information)	0
2. Abstract (including project goals)	5
3. Description of Need	15
4. Detailed Project Plan	30
5. Evaluation Plan (including project goals)	20
6. Demonstration of Benefit to Career and Technical Education	10
7. Budget and Narrative	20
Total	100

Specifics regarding each required criterion are addressed on the attached evaluation form.

For accuracy and comparability in reviewing proposals, the text of the document must be formatted and organized around the criteria listed above. Proposals that do not conform to this requirement or do not contain the required information may be eliminated from consideration.

## **REQUIREMENTS FOR GRANT RECIPIENTS**

- Applicants selected for award will be required to enter into a state contract, subject to the approval of the Governor and Executive Council.
- A final report, including the evaluation results, addressing the entire grant period, is due within 30 days after the end of the grant period;
- A final financial report, comparing budgeted line items to actual expenditures entered into GMS, with details regarding significant differences, is due within 30 days of the end of the grant period; and
- Applicants selected for awards must input the approved grant into the Department's Grants Management System, a web-based application and reporting system, within 10 business days of award.

## **PROJECT EVALUATION**

The evaluation must be based on specific, objective, and measurable goals. Baselines and end-of-project goals must be specified such that project outcomes and success can be clearly measured against the project goals.

## TERMS AND CONDITIONS

The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

The NH DOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

The NH DOE reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue an award.

All awards are contingent on the availability of State funds and in no event shall the State be liable for any payments except from such funds.

## COPYRIGHTS

The NH DOE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for NH DOE purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

## DEADLINE FOR APPLICATION

- The Career Development Bureau must receive *emailed* applications no later than **3 p.m. (EST) on Nov. 30, 2016.**
- Email copies of proposals to: [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)  
Jennifer Kiley, Career Development Bureau

**FOR FURTHER INFORMATION:** Contact Jennifer Kiley at 603-271-3535 or [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)



## Proposal Cover Sheet

### State of New Hampshire Mini-Grant for CTSO

Applicant: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_

Amount of Funds Applied for under State of NH Mini-Grant for CTSO: \_\_\_\_\_  
(not to exceed \$3500.)

- ☐ Please check if General Assurances have been signed and submitted for FY17 for the Fiscal Agent listed above.

\_\_\_\_\_  
Board of Directors President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Leadership President

\_\_\_\_\_  
Date